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17 MAY 1956

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MEMORANDUM FOR: Chief, Management Staff

FROM : Chief, O&M Staff (DD/P Area)

SUBJECT : DD/P Area Weekly Report for Period 10 May 1956
Through 16 May 1956

1. T/O Proposals Processed - Three (3) T/O proposals involving 18 position actions were processed and approved.

2. T/O Proposals in Process - Seven (7) T/O proposals are in process. Three (3) of these represent major DD/P reorganization (NEA, SR, and SE Divisions) involving [redacted] position actions.

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3. MS 825 - NEA T/O - Final adjustments have been resolved by the FED and T/O listing is being retyped incorporating Management's recommendations regarding organization structure. This MS should be finalized within a week.

4. MS 840 - SE T/O - Review and analysis of this proposal has disclosed some organizational and personnel discrepancies which are now being resolved. Finalization of this MS is delayed pending outcome of this analysis and review.

5. MS Project 6-29 Mail Procedure (ES 2161) - In view of effect of document locator system on logging procedures, this suggestion has been for comment to [redacted], Chief, Business Machines Unit, DD/P.

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6. MS Project 6-31, Far Eastern Printing Facilities - Coordination and review action required for the completion of this problem is continuing.

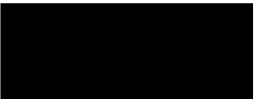
7. MS Project 6-33, Vacuum Tube System - Survey forms and accompanying instructional memos were reproduced and distributed to the Senior Staffs and 4 Area Divisions (FE, SR, SE, WH) selected to participate in the survey. Unit admin officers were briefed on the details of collecting the required data. The survey is scheduled for the period May 21 through 25, 1956. All staff and branch chiefs of FE were given a special briefing on 16 May 1956.

8. MS Project 6-42, Dissemination and Analysis of CS Information Reports - The Acting Chief RCM/Reports Control has requested the Management Staff make a study of methods and procedures practiced by DD/P area divisions and Log/PSB/SPB #2 in accomplishing dissemination, analysis

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and distribution of CS Info Reports to Headquarters and field components of the Agency and to other government agencies.

9. Proposed method for control and reporting of 5% of ceiling in Training - A draft report was prepared presented in discussion to Col. White. Final report has been prepared and presented to Gen. Cabell through the DD/S.

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Chief, O&M Staff, DD/P Area